

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Administration Committee Minutes

November 6, 2003

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017. The meeting was called to order by the Chairperson, Mayor Richard Dixon, City of Lake Forest. There was a quorum.

1.0 CALL TO ORDER

Chairman Richard Dixon called the meeting to order at 9:07 a.m.

Committee Members Present:

Mayor William Alexander	City of Rancho Cucamonga
Mayor Pro-Tem Harry Baldwin	City of San Gabriel
Mayor Ron Bates	City of Los Alamitos
Mayor Richard Dixon	City of Lake Forest
Councilmember Alta Duke	City of La Palma
Mayor Lee Ann Garcia	City of Grand Terrace
Supervisor Hank Kuiper	County of Imperial
Mayor Ron Loveridge	City of Riverside
Councilmember Keith McCarthy	City of Downey
Mayor Bev Perry	City of Brea
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Mayor Pro Tem Bea Proo	City of Pico Rivera
Mayor Ron Roberts	City of Temecula
Councilmember Sidney Tyler	City of Pasadena
Councilmember Toni Young	City of Port Hueneme
Councilmember Bob Yousefian	City of Glendale

Committee Members Absent:

Mayor Pro-Tem Mike Dispenza	City of Palmdale
Mayor Pro-Tem Sandy Jacobs	City of El Segundo
Supervisor Judy Mikels	County of Ventura
Councilmember Pam O'Connor	City of Santa Monica
Councilmember Dennis Washburn	City of Calabasas

Staff Present:

Ed Paul	Internal Auditor
Charlie Wagner	Acting Manager of Finance

Others Present:

Jeff Lustgarten	Cerrell
Zahi Faranesh	SCAG
Ty Schuilling	SANBAG
Sondra Balmir	FTA/FHWA

2.0 PUBLIC COMMENT PERIOD

None

3.0 CONSENT CALENDAR

The Consent Calendar was MOVED (Mayor Bev Perry), SECONDED (Supervisor Hand Kuiper) and UNANIMOUSLY APPROVED.

3.1 Approval Items

3.1.1 Approval of October 2, 2003 Minutes

3.1.2 Approval of Contracts

- Crown Consulting

3.1.3 NARC Dues FY 2003-2004 for \$12,500

3.1.4 Approve assignment to the Transportation Corridor System the following Amended and restated MOUs-Amended and Restated Memorandum of Understanding between SCAG and the Foothill/Eastern Transportation Corridor Agency Regarding Implementation of Toll Pricing Policy

- Approve assignment to the Transportation Corridor System the following Amended and restated MOUs-Amend and Restated Memorandum of Understanding By and Between SCAG and San Joaquin Hills Transportation Corridor Agency Regarding Implementation of Toll Facility Pricing Policy

3.1.5 Amend Resolution 03-446-2 of the Joint Powers Insurance Authority (JPIA) MOU & Amend Resolution 03-446-3 covering volunteers in the Self Insurance changing the date to Dec. 1, 2003

3.1.6 Adopt Resolution 03-447-1 Approving JPIA for Liability Insurance

3.2 Receive & File

3.2.1 Conflict of Interest Listing
(Info Only) RC Attachment

3.2.2 Contracts & PO's between \$5,000 - \$25,000

Contracts

- Aquent
- HP Direct
- IBM Corporation

000109

3.2.3 Summary of Key Issues and Actions Taken by the Policy Committees in October

3.2.4 SCAG Legislative Matrix

4.0 ACTION ITEMS

4.1 Administration Committee Report

4.1.1 Adopt Resolution 03-447-2 approving 2003-2004 OWP Amendment #1

Jim Gosnell, Deputy Executive Director presented the report. He informed the Committee that the purpose of the amendment is to revise work scopes, tasks, schedules, who is doing the work, consider adding new work, consider removing work that is decided no longer essential. We will also consider programming funds that become available from unspent money in 02-03 that we can not do until we complete all of the auditing and closing of the year, which has been done. SCAG has available for CPG funding consideration approximately \$2.9 million. SCAG also has the opportunity to put in the work program other grants that we may have been in receipt of since the July 1 time period.

He asked the Committee to take into consideration next year's situation as they are thinking of this year because it is affecting what is brought for their consideration today.

Jim Gosnell reported that the amendment recommendations include adjustments to reflect actual contract balances, investments to complete work in the area of data improvement and modeling capability, funding the increased operating costs, and that SCAG not program all of the federal funds, so that we reserve money anticipating the unknown next fiscal year.

This item was MOVED (Councilmember Toni Young), SECONDED (Councilmember Ron Bates) and UNANIMOUSLY APPROVED.

4.1.2 Proposed Travel Reimbursement Policy for Appointed Committee Members

Mayor Bev Perry asked that the proposed language be more specific as to eligibility for reimbursement.

It was recommended that the following revisions be made:

- The meeting must be held at the SCAG offices.
- Reimbursement is limited to members who are not working for or receiving a stipend from a public agency.

- Members are not Regional Council members or other Subregional representatives.
- Reimbursement is in accordance with Caltrans and SCAG travel policies including submitting supporting documentation.

The item was MOVED, as amended (Councilmember Keith McCarthy), SECONDED (Councilmember Harry Baldwin) and UNANIMOUSLY APPROVED.

4.2 Audit/Best Practices Committee Report

- Update on KPMG FY 2002-2003 Audit/Management Letter/Single Audit

Councilmember Sidney Tyler, Jr. presented the report.

Councilmember Sidney Tyler, Jr., reported to the Committee that in summary there was a clean opinion, there were a number of improvements from the prior year, although this audit does not contain comparisons to last year, because of the shift in accounting methodology required by GASB 34.

Tom Snow of KPMG informed the Committee that the audit opinion is unqualified for this year and has been rendered in a timely fashion. He stated that a concern to the audit team is the ongoing Caltrans and Department of Transportation issues and the continuous improvement issues. The management letter contains one comment related to security of passwords in the SAP system, which is currently being addressed.

Tom Snow reported that SCAG's financial statements appear to meet the rigorous requirements of the Governmental Finance Officer's Association and will be submitted for award consideration.

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

Charlie Wagner reported that the Line of Credit has decreased and the Working Capital has increased, indicating SCAG is moving in the right direction in our financial management.

5.2 Cost Analysis of Maglev High Speed Rail into Coachella Valley

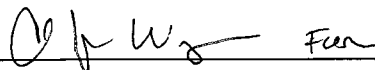
Mayor Ron Roberts raised concern that staff intends to go to the Tribal Governments informing them that it would cost them approximately \$2.8 million dollars to have a study done on the cost of Maglev coming into the Coachella Valley. He does not want any correspondence sent to the Tribal Governments. He indicated that the Tribal Governments only asked the question on Maglev in passing. Another alternative may be to make a phone call to them to discuss possible cost and funding alternatives.

6.0 FUTURE AGENDA ITEMS

7.0 ANNOUNCEMENTS

8.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 10:20 a.m.



Bert Becker, Chief Financial Officer
Staff to the Administration Committee